
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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TO: All Assessment and Tax Billing Software Vendors

FROM: Jeff Volz, Director of Operations

DATE: Wednesday, June 18, 2008

RE: Updates for All Software Vendors

There are several items of note that the Department would like to pass along to all software vendors for their awareness:

Vendor Data Testing in the Data Upload Tool:

In response to vendor requests, the Department will begin creating vendor data upload profiles for its recently-launched data upload tool. This tool will allow vendors to test data files prior to submission to counties. Additional information, including instructions on using the tool and the method for requesting accounts, will be communicated in a future memorandum.

Vendor Certification:

As the certification deadline of December 31, 2008 approaches, the Department will be increasing its emphasis on getting software vendors in line for certification. For those vendors who have already contacted the Department with their commitment to become certified, we appreciate your continued cooperation. For those vendors who have not yet contacted the Department with their intention of beginning the certification process, we request that you please do so as soon as possible, so we can ensure you are certified before the end-of-year deadline.

Conference Call Notice:

On June 19, 2008 at 2:30 p.m. the Department will be hosting another in a series of conference calls to address questions related to these those data and certification issues.

Call Number: 1-866-411-4710

Pass Code: 9912671#

The Department will be holding these conference calls on a monthly basis as an opportunity for all vendors to ask questions and have them answered. Future calls will be held on the third Thursday of every month, unless that day falls on a holiday. Since the call-in number is subject to change, the date, time, and call-in information will be circulated in advance monthly to all vendors who have subscribed to the vendor listserv, and will also be posted on our website at <http://www.in.gov/dlgef/2385.htm>. If you are not currently signed up for the vendor listserv, we encourage you to do so.

TS-1 Form:

Please refer to the current TS-1 forms as posted at <http://www.in.gov/dlgf/5268.htm> and verify that the templates you are working from reflect these most up-to-date versions of the TS-1.

Per the Department's June 6 memorandum, which can be found at <http://www.in.gov/dlgf/2444.htm>, please remember that tax refund amounts that were distributed as a Homestead Rebate check are not to be reflected on the tax statement (TS-1, TS-1-R, TS-1-P) for tax bills due in 2008.

Please contact Tim Jorczak, Assistant Director of Operations, tjorczak@dlgf.in.gov with any questions.